



Policy: 1105
Procedure: 1105.02
Chapter: Communications
Rule: Policy and Procedure
Manuals and
Compliance

Effective: 02/22/06
Replaces: 1105
Dated: 04/06/05

Purpose:

Functional areas of the Arizona Department of Juvenile Corrections (ADJC) shall maintain Policy and Procedure Manuals or automated capability as determined by the agency Director and coordinated through the ADJC Policy and Procedure Unit (PPU).

Rules:

1. The **PPU** shall make automated manuals available in compact disk format (CD) to ADJC functional areas and identified stakeholders.
 - a. The functional areas in secure facilities are:
 - i. Administration;
 - ii. Health;
 - iii. Education; and
 - iv. Security.
 - b. The functional areas in the community are Community Resource Centers and Parole Offices;
 - c. Central Office;
 - d. Attorney General's Office; and
 - e. Identified Stakeholder groups.
2. The responsible **ADMINISTRATOR** shall appoint an employee to act as the Manual Coordinator to maintain the assigned Policy and Procedure Manuals or disks.
3. The **PPU**, upon final review and signature, shall distribute all new policies and procedures:
 - a. The **PPU** shall announce automated policies and procedures to all functional areas via e-mail and intranet and add them to the automated table of contents;
 - b. The **MANUAL COORDINATOR** shall place hard copies of the automated policies and procedures in the numbered manuals within five days of receipt of the e-mail. The **MANUAL COORDINATOR OR FIRST-LINE SUPERVISOR** shall notify all employees in their functional area of the newly received policies and procedures.
4. **EACH EMPLOYEE** shall:
 - a. Read all new policies and procedures as they are posted on the intranet;
 - b. Signify s/he has read them by:
 - i. Indicating completed on the Email announcement; and
 - ii. And signing Form 1105.02A or 1105.02B which the **SUPERVISOR** shall keep in the employee's 1:1 file.
5. **SUPERVISORS** shall ensure that all employees under his/her supervision can demonstrate use of the policies and procedures in the automated system.

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6. Annually, **ALL EMPLOYEES** shall read and document on Form 1105.02A or 1105.02B Annual Policy and Procedure Review that they have reviewed the new policies and the procedures which have been posted during that PASE cycle.
 - a. **SUPERVISORS** shall refer to this documentation when assessing employee work performance;
 - b. The **FIRST-LINE SUPERVISOR** shall keep a copy of the signed forms, Form 1105.02A or 1105.02B Annual Policy and Procedure Review, in the employee's one-on-one file.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/22/06	Louis A. Goodman		